

**UNITED STATES DISTRICT AND BANKRUPTCY COURTS
DISTRICT OF IDAHO**



NOTICE OF VACANCY

*The combined United States District and Bankruptcy Courts for the District of Idaho is accepting applications for the position of **Chief Deputy Clerk (Type II)**. There are four offices within the District of Idaho: Boise (headquarters office), Coeur d'Alene, Moscow, and Pocatello. Assignment of the position is at the Boise office headquarters, but the position will travel to all offices.*

Announcement Number:	07-01
Position Title:	CHIEF DEPUTY CLERK - TYPE II Permanent Full-Time Position, Excepted Service
Location:	Boise, Idaho
Classification Level:	Judiciary Salary Plan, 14/1 - 16/10* * Starting salary commensurate with experience and qualifications.
Salary Range:	\$89,115 - \$153,416 (Table 01: RUS)
Closing Date:	May 1, 2007
Starting Date (Projected):	June 15, 2007

The headquarters for the U.S. Courts in the District of Idaho is located in scenic Boise, Idaho. The City of Boise is part of a thriving metropolitan area of 450,000 people and growing. Nestled in the Treasure Valley against majestic foothills, Boise is the largest metropolitan area in Idaho. Boise is a great place to live and raise a family. Whether it's the vibrant cultural and recreational opportunities, the friendly people or mild climate, Boise and the surrounding communities offer a quality of life second to none. Affordable housing, a safe, clean and vibrant downtown, and nearby recreational areas that offer opportunities for boating, camping, hiking and skiing, make Boise an ideal spot to live.*

* Boise Metro Chamber of Commerce - www.boisechamber.org

POSITION OVERVIEW:

The Chief Deputy for this consolidated court is a senior-level management position reporting directly to the Court Executive. In the absence of the Court Executive, the Chief Deputy assumes the functions and responsibilities of the Court Executive. The Chief Deputy shares the responsibility for the supervision and management of daily operations for the District and Bankruptcy Court, including case processing, financial operations, budget, statistical reporting, human resources, records maintenance, security, property management, procurement and automation, with greater emphasis on handling the operation of the Bankruptcy court. Additionally, the Chief Deputy provides first line, hands-on supervisory management and back-up support to the Case Administration, Docketing and Intake areas. Working closely with the judges, management team and all staff, the Chief Deputy will develop, implement and refine office policies, procedures and programs to enhance the productivity of the total organization. The Chief Deputy also supports and assists the Court Executive and management team in analyzing and revising organizational structure, establishing long range schedules, priorities and deadlines for completion of work assignments and special projects, preparing and managing the court's annual budget and financial activities, and developing and implementing computer operations for the court

MINIMUM QUALIFICATIONS:

Candidates must have a minimum of eight (8) years of progressively responsible experience in an administrative, professional or technical position that provided the opportunity to gain (a) a general knowledge of management practices and administrative processes, (b) skill in dealing with other persons in individual and team work relationships, and (c) the ability to exercise mature judgment. At least three (3) of those eight years must have been in a position with substantial management or supervisory responsibility, preferably in a court environment.

The successful candidate will also have:

- Excellent written and verbal communication skills.
- Team based management skills.
- Proven problem solving abilities.
- Exceptional organizational and project management skills.
- Demonstrated leadership skills.
- A Bachelor's degree in public, business or court administration (or related field) from an accredited educational institution.
- Working knowledge of automation systems such as CM/ECF, FAS4T and software applications in the Courts.
- A good understanding of federal bankruptcy procedures and processes.

DESIRABLE QUALIFICATIONS:

Master's degree in public, business or court administration (or related field) from an accredited educational institution is desirable.

Federal court experience, including familiarity with federal bankruptcy rules and/or civil and criminal rules and procedures.

Strong interest and demonstrated experience in implementation and management of new technology and automated functions.

In-depth working knowledge of the District and Bankruptcy Court processes.

NOTE: Educational substitutions may be made for some experience requirements.

BENEFITS:

A generous benefits package is available and includes the following:

- ◆ Ten (10) paid federal holidays
- ◆ Paid annual and sick leave
- ◆ Retirement benefits under the Federal Employees Retirement System (FERS)
- ◆ Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- ◆ Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
- ◆ Flexible Benefits Program
- ◆ Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- ◆ Federal Employees' Group Long Term Disability Program (FGLTD)
- ◆ Long Term Care Insurance options through the Federal Judiciary or the Office of Personnel Management (OPM)

APPLICATION PROCESS:

Qualified applicants should send a **letter of interest, current resume, and a completed AO-78, Application for Federal Employment form*** to:

U.S. Courts, District of Idaho
Attn: Susan Mohr, Human Resources
550 West Fort St.
Boise, ID 83724

NO FAXES PLEASE

*Application forms (AO-78) are available on our website in fillable format at www.id.uscourts.gov, or at any of our office locations. **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense and relocation expenses for the successful candidate will be reimbursed according to applicable regulations.

As a condition of employment, the selected candidate must successfully complete a ten year background investigation, and every five years thereafter will be subject to an updated investigation similar to the initial one. This investigation includes an FBI fingerprint check, and retention in the position will depend upon a favorable suitability determination.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. The Federal Financial Management Reform Act requires direct deposit of federal wages.

Due to the expected high volume of applicants for this position, the U.S. Courts for the District of Idaho will only make contact with those qualified applicants who will be invited for an interview.

THE UNITED STATES COURTS FOR THE DISTRICT OF IDAHO
IS AN EQUAL OPPORTUNITY EMPLOYER

